

# **Bid Request Iowa Head Start Association Collaboration Support**

**Supporting IHSA in promoting effective collaboration between Head Start agencies and others at a state and local level.**

***SUBMISSION DEADLINE:***

**April 16, 2008**

**4:30 p.m.**

**IOWA DEPARTMENT OF EDUCATION  
Head Start State Collaboration Office  
Grimes State Office Building  
Des Moines, Iowa 50319-0146**

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Bureau of Administration and School Improvement Services, Grimes Building, Des Moines, IA 50319, 515-281-5811.

## **Purpose**

The purpose of this request is to solicit bids from qualified service providers to support the Iowa Head Start Association promoting various activities that develop or enhance collaboration between the state organizations, entities or agencies and Head Start programs and/or the Iowa Head Start Association. All activities must be agreed on by both the Iowa Head Start Association and the Iowa Head Start State Collaboration office.

The Iowa Department of Education intends to notify the recipient of the award by April 18, 2008.

## **Service Requirements and scope of work**

The overall goal for this project is to work with the Iowa Head Start Association to develop and enhance partnerships between Iowa Head Start agencies and a variety of state and local partners identified with the following areas: state-funded preschool, child care, child health (oral health, obesity and mental health), early childhood special education, early childhood professional development and early childhood comprehensive system development.

This work must be connected to the Iowa Head Start State Collaboration Office Activity Plan: 2007-2012. Activities for this contract may include, but are not limited to:

- Strengthening the association so it can serve as an effective representative of all the Head Start programs in the state.
- Supporting the association in carrying Iowa Head Start messages to strategic audiences to enhance its reputation as a valuable collaboration partner.
- Promote and facilitate the development and maintenance of successful Head Start State-funded preschool collaboration at a local level
- Providing association partnership and promoting involvement by local Head Start grantees in doing the following:
  - identifying major preschool-kindergarten transition issues and promoting the development and implementation of best transition practices
  - defining transition issues with the Iowa Head Start State Collaboration Office to carryout out its 2007-2012 HSSCO Grant plan
  - promoting various oral health activities such as Healthy Smiles training for parents, fluoride varnish for all enrolled children, addressing dental access issues and assuring grantees succeed in securing required oral examinations for enrolled children
  - nutrition education and physical activity by partnering with Iowans Fit for Life, the Iowa Nutrition Network and Practical Farmers of Iowa; and by promoting statewide use of "I Am Moving, I am Learning"
  - promoting Head Start participation in Iowa's Quality Rating System through effective engagement with the Iowa Department of Human

Services and the QRS Steering Committee, and through active encouragement of individual grantees.

- improving the quality of Iowa's child care through promotion of local partnerships with center and family-based child care, state-funded Early Head Start, and collaboration on training with Child Care Resource and Referral Agencies
  - active participation on the Early Childhood Iowa Professional Development Component Group
  - promote continued participation by Head Start program in Program-Wide Positive Behavior Support
  - support the development of an articulated Early Childhood Professional Development System
- Using Association influence to secure Head Start directors, staff, parents and friends to serve as representatives on the following state-level early childhood groups:
  - HS/EHS oral health work group
  - family support work
  - Iowa Nutrition Network and/or Iowans Fit for Life (early childhood committee)
  - State Child Care Advisory Council (especially parents)
  - Maternal Child Health Council (especially parents)
  - Early Childhood Iowa Stakeholders and at least the following Component Groups:
    - Professional Development
    - Quality Services and Programs
    - Public Engagement
  - Statewide Implementation Team for Positive Behavior Support
  - Early ACCESS
- Hosting training and networking sessions using or addressing:
  - Healthy Smiles curriculum training
  - Positive Behavior Support
  - Mental Health
  - Nutrition
  - Early Head Start
  - Family Support
  - Curriculum

The vendor will be required to execute a Memorandum of Understanding with the Iowa Head Start Association to assure any planned activities are consistent with the goals of IHSA and meet its desired achievements. The funds required cannot exceed \$15,000. (If the bidder is the Iowa Head Start Association, no MOU is required.) The vendor will also be expected to obtain the approval of the collaboration office coordinator of a plan to use these funds and to submit a report on association activities reflected in the expenditure of these funds. This report must be submitted to the Iowa Head Start State Collaboration Office by October 31, 2008. All activities must be completed by September 29, 2008.

### **Evaluation of Project**

The project will be evaluated based on information provided in the final report and linked to the Head Start State Collaboration Office project evaluation. The final report should include a list of activities reflected in the expenditure of these funds, some measures of impact these activities have relative to the project goal.

### **Format and Content of Bid Proposals**

- The bid proposal shall be typewritten on 8.5" x 11" paper (one side only).
- Only one copy of the proposal needs to be submitted, and electronic submissions are welcome. If not sent electronically, the bid proposal shall be sealed in an envelope. The envelope shall be labeled with the following information:

Tom Rendon, Coordinator  
Head Start State Collaboration Office  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, IA 50319-0146

### **Bid Content**

All bids should include the following information:

- Full name.
- Business address
- Business telephone number, fax number and a contact's email.
- Description of professional experiences assisting associations in self-development especially for Head Start agencies and on topics relevant to early childhood.
- Description of three successful collaborations where the bidder was a primary participant in their development.
- A budget for expending up to the \$15,000 allocated amount.
- A letter of support from the Iowa Head Start Association. To obtain a letter of support, contact IHSA President, Julie Lang, MATURA Head Start, 203 West Adams, Creston, IA 50801, (641) 782-6201, [jl原因@maturaheadstart.org](mailto:jl原因@maturaheadstart.org).

### **Bid Evaluation**

**Iowa Department of Education, Head Start State Collaboration Office**

All bids will be reviewed by the coordinator of the Iowa Head Start State Collaboration Office and the IHSA President. (If the vendor is the Iowa Head Start Association, the decision will be the Iowa Head Start State Collaboration Office.) All selections are subject to the approval of the Bureau Chief, Bureau of Early Childhood Services, Iowa Department of Education.